

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Division of Physical Health	Application Number
April 21, 1980	Vital Records Section	74-410-A
Application Number	Room 217-H	Date Received
DHR 80-15	47 Trinity Avenue, S. W.	APR 22 1980
	Atlanta, Georgia 30334	Date Completed
		MAY 27 1980

2. Person to Contact: Michael Lavoie *ML* Working Title: Director, Vital Records Service Telephone Number: 656-4750

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 74-410-A Check One: ☐ Change; ☒ Supersede; ☐ Void

4. Dates of Series

Earliest Latest
1/1/75 present

5. Records Series Title (followed by title used in office, if different)

Georgia Report of Induced Termination of Pregnancy (Abortion) Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.

The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: reporting induced terminations of pregnancy (abortion) which occur in Georgia.

Included is form 3984 (Rev. 5-79) (Georgia Report of Induced Termination of Pregnancy) which shows facility name and location by city/town and county; patient's age, date of birth, whether or not married, date of pregnancy termination, residence by city/town, county, and state, whether or not inside city limits, race, origin or descent, education; principal contraceptive used just prior to pregnancy; date last normal menses began; physician's estimate of gestation; previous live births; all other pregnancy terminations which did not result in live birth; date of last live birth; date of last fetal death; results of last pregnancy; types of termination procedures; complications of pregnancy termination; procedures following successful induction, if any; history of alcohol or drug abuse; and name and address of physician.

The file is arranged:

numerically by certificate number assigned by Vital Records Service.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 2-3 ; Seven to twelve months old 2-3 ; Thirteen to twenty-four months old -- ; twenty-five months and older ?

9. Annual Rate of Accumulation of Records

Letter-size drawers : Legal-size drawers : Shelves : Other (Specify) 3-4 boxes (cu. ft.)
/ reports and 1 magnetic tape

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Public Health Law 88-1702 (f) (page 136)
X		c. Is this a vital record? statistical information
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Georgia Vital and Health Statistics (published annually)
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Georgia Vital and Health Statistics
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? error list

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 7 _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other June 30 and December 31 then, of each year

Report (form 3984)

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold 6 1/2 year(s); then
- ☒ Transfer to State Records Center; hold 6 1/2 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Computer Printout (error list)

Destroy when all errors have been corrected.

Magnetic Tape

Security Copy (maintained by DOAS)

Upon completion of tape for each given calendar year, DOAS will be notified by Vital Records Service to transfer security copy to State Records Center for storage in Archives Building where it will be held 50 years; then destroyed.

(Note: every two years the tape will be returned to Vital Records Service to be checked for stability of the magnetic bits; and, if necessary, for the tape to be rerun and the magnetic bits reinforced).

These instructions apply to all prior and future accumulations of the series.

Working Copy

Destroy when obsolete, superseded, or no longer needed for reference.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>MP Javie</i>	4-18-80	<i>Elizabeth W. Crank</i>	4/12/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>		5-23-80
Secretary of State/Designee	<i>[Signature]</i>	<i>Canell Hart</i>	5-19-80
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	5-22-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

guardian, or legal representative. Such new certificates shall not be marked "amended."

(d) Upon receipt of a certified copy of an order to legitimate a child, or a certified copy of an adjudication of paternity, or an affidavit signed by the natural parents whose marriage had legitimated a child, the Director shall register a new birth certificate if paternity was not shown on the original certificate. Such certificate shall not be marked "Amended."

(e) An order from the superior court shall be required to change the year of birth, to correct a delayed birth certificate, or to remove the name of a father from a birth certificate on file.

(Acts 1964, pp. 499, 593; 1969, pp. 715, 716.)

Editorial Note.—Acts 1969, pp. 715, 716, added the second sentence to subsection (c).

88-1722. Preservation of records.—The department is responsible for the preservation and maintenance of birth, death, fetal death, marriage, divorce, and annulment of marriage records. To preserve the original documents, it is authorized to prepare typewritten, photographic, or other reproductions of original records and files in its office. Such reproductions, when certified by it, shall be accepted as the original record.

(Acts 1964, pp. 499, 594.)

Confidentiality
88-1723. Disclosure of records.—(a) To protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration by the department, it shall be unlawful for any person to permit inspection of, or disclose information contained in vital records, or to copy or issue a copy of all or part of any such record except as authorized by regulation or when so ordered by a superior court: Provided, however, that the provisions of this subsection shall not apply to records of marriages, divorces, and annulments of marriages filed in the office of the ordinary or the superior court as the case may be.

(b) Information in vital records indicating that a birth occurred out of wedlock shall not be disclosed except as provided by regulation or upon the order of a superior court.

(c) Appeals from decisions of the custodian of local records refusing to disclose information or to permit inspection of or copying of records under the authority of this section and the regulations issued hereunder shall be made to the department, whose decision shall be binding upon the local custodian of permanent records. The decision of the department shall be subject to review as provided in Chapter 88-3 of this Title.

(d) Provided, however, the restrictions in this section shall not prohibit the official organ or newspaper of a county from publishing the names and addresses of births and deaths: Provided, further, that such official organ or newspaper shall not publish the name and address of any illegitimate child's birth or its mother when shown on such records.

(Acts 1964, pp. 499, 594; 1965, p. 651.)

CONFIDENTIAL INFORMATION FOR STATISTICAL AND HEALTH USE ONLY

Form 3984 (Rev. 5-79) GEORGIA DEPARTMENT OF HUMAN RESOURCES - VITAL RECORDS SERVICE



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 12, 1978	1. Agency Address Ga. Dept. of Human Resources/ Div. of Physical Health Vital Records Unit - Room 217-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334	Application Number 74-410-A	Date Received APR 12 1978
Application Number DHR-168		Date Completed MAY 23 1978	
2. Person to Contact Michael Lavoie		Working Title Director, Vital Records Unit	Telephone Number 656-4750
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 47-410 74-410 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void Updated form - used by two units: Vital Records; and Maternal/Child Health			
4. Dates of Series Earliest 8/74 Latest to date		5. Records Series Title (followed by title used in office, if different) Certificate of Abortion or Stillbirth Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Vital Records Unit has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year in Georgia. Maternal/Child Health Perinatal Program has the responsibility to establish allocations and monitor the Medically High Risk Pregnancy Program; develop and monitor service contracts for Certified Nurse Midwife Programs; offer technical assistance to private and public agencies with CNM; process granny midwife certifications and provide training; develop and update medical, nursing, and administrative policies and procedures; prepare the State-wide perinatal services plan; maintain an evaluation system; develop and provide			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reporting abortions, stillbirths, and fetal deaths. Included are: form OAS(5)-4 (Rev. 8-74) [Certificate of Abortion or Stillbirth] which shows name of facility, county of location; patient's maiden last name, birthdate, birthplace, years of school completed, residence, whether or not inside city limits, marital status, previous pregnancies; whether or not baby born alive, weight of baby; contraceptive used just prior to pregnancy; number of living children; number of previous induced abortions; name and signature of physician or other attendant, and date of that signature; methods of induction and whether or not successful; and procedures following successful induction; immediate cause and reason for File is arranged: numerically by certificate number assigned by Unit: Vital Records (00 001-09 999); Maternal/Child Health (beginning with number 10,000).			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 2-3; Seven to twelve months old 2-3; Thirteen to twenty-four months old ; twenty-five months and older ;			
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) Vital Records- approx. 4,000 -- Maternal/Child Health - approx. 31,000 certificates per year			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Public Health Law 88-1723 (pg. 136)
X		c. Is this a vital record? Ga. Public Health Law 88-1702(f) (page 126)
X		d. Does this series have historical or long term research value? Ga. Pub. Hlth. Law 88-1703 (pg. 127)
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Error List

11. Retention Requirements

The following requires the series to be kept:

- | | | |
|--|-----------------------------------|--------------|
| a. State Law Vital Records - permanently | - Abortion - 7 years | |
| b. Statute of limitation | d. Audit period | _____ years. |
| c. Federal law | e. Administrative need | _____ years. |
| | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Ga. Public Health Law 88-17 Vital Records [pages 125, 126, 127 and 136]
 Vital & Health Statistics
 Induced Abortion Report (copy will be included in Director's (Physical Health)
 Directive from DHR Legal Unit concerning retention of abortion records. [Subject Files

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Certificate File

Abortion or Stillbirth Files (induced)

Perinatal Program - hold cumulative certificates (including any lat-arriving certificates) for a specific calendar year in current files area through March 31 of following year; then transfer to Vital Records Unit.

Vital Records Unit - hold certificates (for a specific calendar year) in current files area for 5 years; transfer to State Records Center; hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Michael R. Janni	4-5-78	Elizabeth W. Crank C.R.M.	4/5/78
State Records Committee (Signature)			
State Auditor/Designee			5-22-78
Secretary of State/Designee			5-18-78
Attorney General/Designee			5-22-78

Recommendations in paragraph 12 are approved.
 (If disapproved, attach letter of explanation.)

Application for Records Retention Schedule

Certificate of Abortion or Stillbirth Files

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6. training for prenatal services; compile and prepare annual reports for the Title V MCH Report; process abortion surveillance reports; monitor prenatal sterilization services; and maintain the library of prenatal films.
7. spontaneous abortion or stillbirth; approximate weight of fetus; duration of labor; whether delivery single, twin, triplet, other; when fetus died; weeks of gestation; number of prenatal visits; date of last live birth; date of last abortion or stillbirth; complications related to pregnancy; complications not related to pregnancy; complications of labor; method of delivery; analgesia/anesthesia; congenital anomalies; disposition of fetal remains; date; whether or not autopsy performed; name of cemetery or crematory; city or town, county, state, street; signature of mortician; and date.

12. Certificate File (continued)

Spontaneous Abortion or Spontaneous Stillbirth Files (Fetal Death)

Vital Records Unit - Cut off file at end of each calendar year; hold in current files area 5 years; retire to State Archives for permanent retention.

(Microfilm certificate file in)
(duplicate each month. Micro-)
(film certificate file in dupli-)
(cate, for preceding year's ac-)
(cumulation, as warranted.)

Monthly microfilm file

- (1) Send one copy to National Center for Health Statistics, Department of Health, Education, and Welfare. [Note: should this microfilm be returned, destroy].
- (2) hold second copy in Vital Records Office; destroy when annual microfilming is completed.

Application for Records Retention Schedule

Certificate of Abortion or Stillbirth Files

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Spontaneous Abortion or Spontaneous
Stillbirth Files (Fetal Death) (continued)

Annual Microfilm File (every 3 or 4 years,
as accumulation warrants)

- (1) retire silver original copy to State Archives for permanent retention.
- (2) retain duplicate copy in Vital Records Office; destroy when obsolete, superseded, or no longer needed for reference.

Magnetic Tape (maintained by DOAS)

Security Copy: Upon completion of tape (for each given calendar year), DOAS will be notified by Vital Records Unit to transfer security copy to State Records Center for storage in Archives Building where it will be held ten years; then destroy.

NOTE: Every two years the tape will be returned to the Vital Records Office to be checked for stability of the magnetic bits and, if necessary, for the tape to be re-run and the magnetic bits reinforced.

Working Copy: destroy when obsolete, superseded, or no longer needed for reference.

Computer Printout (error list)

Destroy when all errors have been corrected.

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health
Vital Records Unit

Appl.
No.

Description

Disposition

74-410

AMENDED
5/23/78

CERTIFICATE OF FETAL DEATH (STILLBIRTH) - Documents relating to stillbirths in Georgia. Included is ADM 5.4 (Rev. 1-1-57) (Certificate of Fetal Death [Stillbirth/]), which gives the following information: place of delivery; usual residence of mother; name of fetus (if named); date of delivery; sex of fetus; whether delivery single, twin, triplet; if multiple birth, in which order delivered; if mother is married to the father; name of father; maiden name of mother; occupation, industry, birthplace, age, race, of mother and father; length of pregnancy; weight of fetus; previous births to this mother; how many children now living; how many children were born alive, but are now dead; number of previous fetal deaths; when mother's blood tested for syphilis during pregnancy; when fetus died; any congenital deformity of fetus; complications of pregnancy or labor; burial, cremation, removal; name of cemetery or crematory and location; mortician and address; registrar's signature; and date received. The file is arranged alphabetically by county each month.

Certificate file - cut off file at end of each calendar year; then hold in current files area 5 years; then retire to State Archives for permanent retention.

Microfilm certificate file in duplicate each month.

Microfilm certificate file in duplicate (for preceding years' accumulation as warranted)

Monthly microfilm file -

(1) send one copy to National Center for Health Statistics, Department of Health, Education, and Welfare. (2) hold second copy in Vital Records Office and destroy when annual microfilming is completed.

Annual microfilm file - (every 3 or 4 years, as accumulation warrants)

(1) retire one copy to Archives for permanent retention. (2) keep one copy in Vital Records office; destroy when obsolete, superseded, or no longer needed for reference.